

To: Reed, Marissa[marissa_reed@fws.gov]
Cc: Schaller, Andrea[schaller.andrea@epa.gov]
From: Weaver, Kerryann
Sent: Thur 1/28/2016 7:47:41 PM
Subject: RE: FW: Sharepoint: Sharing site with external users

Marissa,

Here's a pdf for your preliminary review while we get this sharepoint issue figured out.

Thanks,

Kerryann

From: Reed, Marissa [mailto:marissa_reed@fws.gov]
Sent: Thursday, January 28, 2016 1:20 PM
To: Weaver, Kerryann <weaver.kerryann@epa.gov>
Cc: Schaller, Andrea <schaller.andrea@epa.gov>
Subject: Re: FW: Sharepoint: Sharing site with external users

Kerryann,

The link allowed me to go through the login step, but then I get the following message: "We're sorry, but marissa_reed@fws.gov can't be found in the usepa.sharepoint.com directory. Please try again later, while we try to automatically fix this for you."

Marissa

Marissa Reed

Wildlife Biologist

U.S. Fish & Wildlife Service

Ecological Services Field Office

620 S. Walker Street

Bloomington, IN 47403

Phone - 812-334-4261 ext. 1215

Fax - 812-334-4273

On Thu, Jan 28, 2016 at 11:13 AM, Weaver, Kerryann <weaver.kerryann@epa.gov> wrote:

Marissa,

I sent the link again but also try the link below...it may not work but let's try anyway....working with our IT folks to rectify.

https://usepa.sharepoint.com/sites/R5/wd/ww/SevenHillsCoalMine/PDEISPhaseI/Draft_USEPA_and_USFWS_Joint_SevenHills_01262016.docx?d=w2596f79af552492e900b41ef547de850

Thanks,
Kerryann

From: Reed, Marissa [mailto:marissa_reed@fws.gov]

Sent: Thursday, January 28, 2016 10:03 AM

To: Weaver, Kerryann <weaver.kerryann@epa.gov>

Cc: Schaller, Andrea <schaller.andrea@epa.gov>

Subject: Re: FW: Sharepoint: Sharing site with external users

Kerryann,

I haven't received the link yet. I even checked my spam folder to make sure it didn't get put in there directly.

Thanks,

Marissa

Marissa Reed

Wildlife Biologist

U.S. Fish & Wildlife Service

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Bloomington, IN 47403

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On Thu, Jan 28, 2016 at 10:54 AM, Weaver, Kerryann <weaver.kerryann@epa.gov> wrote:

Marissa,

Great, thank you. If you could let me know when you receive the link I would appreciate it. I sent it yesterday so technically, you should have access by now – if not, I can attempt to send again.

Thanks,
Kerryann

From: Reed, Marissa [mailto:marissa_reed@fws.gov]

Sent: Thursday, January 28, 2016 9:52 AM

To: Weaver, Kerryann <weaver.kerryann@epa.gov>

Cc: Schaller, Andrea <schaller.andrea@epa.gov>

Subject: Re: FW: Sharepoint: Sharing site with external users

Kerryann,

I look forward to receiving the link and reviewing the letter. I will be sure to track changes as requested. And I will definitely consult with you if we receive a FOIA for this project.

Thanks,

Marissa

Marissa Reed

Wildlife Biologist

U.S. Fish & Wildlife Service

Ecological Services Field Office

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Bloomington, IN 47403

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Fax - 812-334-4273

On Wed, Jan 27, 2016 at 2:47 PM, Weaver, Kerryann <weaver.kerryann@epa.gov> wrote:

Marissa,

I will be sending you a link to the joint USEPA and USFWS Letter on Seven Hills. We request your review and ask that you track changes and save the document under its existing title. If you need any help using Sharepoint, let me know I can assist. As a reminder, FWS should consult with us if there is a FOIA to which this or other similar documents are responsive.

Thanks,

Kerryann

312-353-9483

From: Reed, Marissa [mailto:marissa_reed@fws.gov]
Sent: Friday, December 11, 2015 12:51 PM
To: Weaver, Kerryann <weaver.kerryann@epa.gov>
Subject: Re: FW: Sharepoint: Sharing site with external users

Hi Kerryann,

I've set up a Microsoft Live account using my email address
marissa_reed@fws.gov.

Thanks,

Marissa

Marissa Reed

Wildlife Biologist

U.S. Fish & Wildlife Service

Ecological Services Field Office

620 S. Walker Street

Bloomington, IN 47403

Phone - 812-334-4261 ext. 1215

Fax - 812-334-4273

On Fri, Dec 11, 2015 at 10:08 AM, Weaver, Kerryann
<weaver.kerryann@epa.gov> wrote:

Marissa,

See attached as per our conversation this am.

Thanks,

Kerryann

From: Huang, Janice

Sent: Thursday, December 10, 2015 3:10 PM

To: Weaver, Kerryann <weaver.kerryann@epa.gov>

Subject: FW: Sharepoint: Sharing site with external users

Hi, Kerryann,

Steps 1-7 in the attachment explains how external users can get a Microsoft account. Here are the overall steps of what will happen:

1) Site Owner sends the external user the attached "External SP user instructions" file.

2) External user creates a Microsoft Live account, if they don't have one already.

3) External user contacts EPA Site Owner and gives them the email associated with their Microsoft Live account.

4) Site Owner share the site using the email provided by external user.

Let me know if you have any questions!
Janice

3-8228